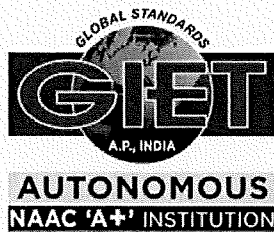




**Godavari Institute of
Engineering & Technology**

Approved by AICTE, Permanently Affiliated to JNTUK, Kakinada
Chaitanya Knowledge City, NH-16, Rajamahendravaram
Andhra Pradesh, INDIA, PIN: 533296 | www.giet.ac.in



CODE OF CONDUCT POLICY

Preamble:

Godavari Institute of engineering & Technology – GIET (A) is committed to upholding a supportive and respectful atmosphere that promotes education, individual development, and career advancement. The expected norms of conduct for all GIET students, teachers, and staff are outlined in this code of conduct policy. By upholding this policy, we help to foster a welcoming and safe environment for the whole campus community.

Objectives:

1. To clearly define what is expected of each GIET member in terms of behavior and conduct.
2. To encourage a respectable, honest, and professional culture among college students.
3. To offer instructions for handling disputes, dealing with wrongdoing, and upholding discipline.
4. To respect GIET's principles, standing, and moral standards.

Code of Conduct Policy for Staff:

1. Staff members shall demonstrate professionalism, respect, and courtesy in their interactions with students, faculty, colleagues, and visitors.
2. They shall contribute to a positive and supportive work environment, promoting teamwork, collaboration, and mutual respect.
3. Staff members shall handle confidential information with utmost care and discretion, respecting the privacy rights of students, faculty, and other stakeholders.
4. They shall not disclose or misuse confidential information, unless required by law or authorized by appropriate authorities.
5. Staff members shall comply with all college policies, rules, and procedures applicable to their roles and responsibilities.
6. They shall familiarize themselves with relevant policies and actively seek clarification when needed.
7. Staff members shall use college resources, including equipment, technology, and facilities, responsibly and efficiently, ensuring their proper maintenance and upkeep.
8. Any unauthorized use, theft, or misuse of college resources is strictly prohibited.
9. Staff members shall communicate effectively, professionally, and respectfully with students, faculty, colleagues, and other stakeholders.
10. They shall provide prompt and efficient customer service, addressing inquiries, concerns, and requests in a timely manner.

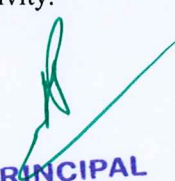
Code of Conduct Policy for Faculty:

1. Faculty must uphold the highest standards of academic achievement and pursue excellence in their teaching, research, and mentorship.
2. They must offer a welcoming and interesting learning atmosphere that fosters students' intellectual development and critical thinking.
3. Faculty members are responsible for promoting a welcoming and inclusive learning environment by treating all students, employees, and coworkers with respect, dignity, and justice.
4. They will ensure equal opportunity for everyone by avoiding any sort of harassment, discrimination, or favoritism.

5. In all their contacts and dealings with students, employees, and coworkers, faculty members are expected to operate with professionalism and integrity.
6. They must uphold the highest level of honesty, transparency, and fairness while adhering to the ethical principles and norms of their particular fields.
7. Staff employees are expected to responsibly and effectively use college resources, such as furniture, technology, and facilities, while also assuring their correct maintenance and upkeep.
8. It is definitely forbidden to utilize college resources illegally, steal from them, or otherwise abuse them.
9. Staff employees must interact with students, instructors, coworkers, and other stakeholders in an effective, professional, and respectful manner.
10. They must offer quick and effective customer service, promptly responding to questions, issues, and requests.

Code of Conduct Policy for Students:

1. Regardless of their history, views, or status, students are expected to treat all members of the college community with respect, dignity, and fairness.
2. Any sort of disrespectful conduct, including bullying, harassment, and discrimination, will not be permitted.
3. Students must maintain the highest levels of academic integrity and honesty.
4. Any sort of academic misconduct, including plagiarism, data falsification, illegal collaboration, and cheating, is absolutely forbidden.
5. Students must consistently and punctually attend classes, labs, and other academic events.
6. Absences must be reported ahead of time, and missing assignments or tests must be made up in accordance with the college's standards.
7. Students must use college resources appropriately and for their intended purposes, including all buildings, furniture, technology, and instructional materials.
8. Abuse of college resources, theft, damage, or unauthorized access are all absolutely forbidden.
9. Students must reflect a favorable and responsible image of PEC by acting professionally both on and off campus.
10. It is strongly forbidden to engage in any behavior that defame the college or breaks the law, such as drug misuse or unlawful activity.



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Enforcement and Disciplinary Actions:

1. Discipline measures, such as warnings, probation, suspension, termination of employment, or expulsion from the college, may be taken against students, faculty, or staffs who violate the Code of Conduct Policy.
2. Disciplinary actions must be handled in conformity with the GIET's established policies and procedures.
3. The disciplinary procedure must be fair, follow the rules of procedure, and take into account all pertinent considerations.



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